

## COMMISSIONER OF FINANCE

### DISTINGUISHING FEATURES OF THE CLASS:

Under the direction of the County Executive, is responsible for the administration of the financial affairs of the County as well as the operation of the data processing unit. Responsible for the development of major financial policies of the County. Full supervision is exercised over a large number of staff personnel.

### TYPICAL WORK ACTIVITIES:

1. Formulates policies of the County regarding financial transactions and revenue collecting;
2. Directs staff in the collection of taxes and other revenue due the County;
3. Directs the custody and safekeeping of all funds and securities of the County;
4. Directs all County investments;
5. Directs the amount of securities to be held by the depositories designated by the Board of Representatives;
6. Directs the legal disbursements of County funds in accordance with established procedures;
7. Submits yearly financial statements showing assets, liabilities, and financial conditions of the County;
8. Maintains close personal contacts with town and village officials in the assessment and collection of tax revenues;
9. Maintains close contacts with County Executive and County Legislature;
10. Does related work as required.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles and procedures of accounting and auditing; thorough knowledge and understanding of public finance and revenue collecting; good knowledge of public administration; ability to organize and direct; ability to work effectively with public officials; ability to write and speak effectively; initiative; tact; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS: (Recommended only)

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in accounting, business, public administration, or a closely related field, plus five (5) years of accounting experience of which two (2) years must have been in a supervisory or administrative capacity;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in accounting, business, public administration or a closely related field, and three (3) years of accounting experience, one (1) year of which was in a supervisory or administrative capacity;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

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